

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Address]
[Recipient City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST AND DEMAND FOR PUBLIC RETRACTION

Dear [Recipient Name],

This letter serves as formal notice regarding false and defamatory statements made by you concerning [Your Name/Company Name].

On [Date], you published the following statements via [Platform/Medium, e.g., Facebook, Newspaper, Website]:

"[Quote the specific defamatory language here]"

These statements are entirely false, malicious, and have caused significant harm to my personal and professional reputation. Specifically, these claims [explain why they are false, e.g., I have never been convicted of a crime / the financial records prove otherwise].

Under applicable law, defamation occurs when a false statement is published to a third party that causes injury to the reputation of another. Your actions constitute [Libel/Slander] per se.

DEMANDS:

To avoid formal legal proceedings, I demand that you fulfill the following requirements within [Number, e.g., 5] business days of receipt of this letter:

1. Immediately cease and desist from making any further defamatory statements about me.
2. Remove the defamatory content from all platforms where it was published.
3. Issue a formal, public retraction and apology, giving it the same prominence as the original defamatory statement. The retraction must acknowledge that the previous statements were false and unfounded.

Failure to comply with these demands will leave me with no choice but to pursue all available legal remedies, including a lawsuit for compensatory and punitive damages, as well as legal fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]